

Olij (K) Sick Leave Policy

Brief & purpose

Our **company sick leave policy** outlines our company's provisions for employees who become sick and need to be absent from work. The following sample policy specifies how sick leave will be accrued and how it may be used.

Scope

This company sick leave policy applies to all employees.

Policy elements

Employees may be unable to perform their duties if they get sick. Our company offers *53 Sick days* with full pay followed by *55 Sick days* at half pay in any twelve consecutive months of employment

How do sick days work?

Employees can take sick leave when they want to:

- Recover from sudden illness
- Recover from accidents/injuries
- Receive mental/psychological care or counseling when necessary

Procedure

When employees want to use their sick time, they should notify their supervisor as soon as possible preferably first day of being sick. They should also inform the supervisor for how long they'll be absent.

Employees need to submit a physician's note or other medical certification and when reporting back to work.

The cost incurred in treatment and medication of an employee are taken care by the employer.

The employee should present medical bill/receipts for reimbursement.